

CAPITAL IMPROVEMENT PROGRAM COMMITTEE (CIPC)

Minutes for March 25, 2009

Present: CIP Members: Chairman David Weaver, Mary Ellen Fitzgerald, Dawn Hayes, Todd Mitchell, Cynde Hertzog, Larry Beck, Conrad Anker and Commission Liaison Joe Skinner. Staff: Grants and Projects Administrator Larry Watson, County Administrator Earl Mathers and Commission Assistant Glenda Howze. Guests: Sheriff Cashell and Jeff Sandholm and Scott Hedglin from Dowling Sandholm Architects.

The meeting was called to order at 7:34 AM in the Courthouse Community Room.

Public Comment: Commissioner Skinner stated that he wants to reassure the CIPC that the work it does is not in vein even if it sometimes feels like it is. The ranking of projects that has been done the last few years was used in determining what project to submit for the consideration of stimulus funds. The County learned of the opportunity and had less than 24 hours to respond. Having the CIPC work completed was a good, solid, vetted process to turn to for guidance. The project submitted was the Fairgrounds bathrooms. Hopefully we will have a significant portion of this project paid for through this opportunity.

Approval of Minutes of February 25, 2009, March 4, 2009 and March 11, 2009: Ms. Hayes made a motion to approve the minutes of February 25, 2009 as written. Mr. Mitchell seconded the motion. All voted aye. Motion passed unanimously. Mr. Anker made a motion to approve the minutes of March 4, 2009 as written. Ms. Hayes seconded the motion. All voted aye. Motion passed unanimously. Ms. Fitzgerald made a motion to approve the minutes of March 11, 2009 as written. Ms. Hertzog seconded the motion. All voted aye. Motion passed unanimously.

Discussion with Dowling Sandholm regarding L&J Master Planning: Chairman Weaver stated that he is uncertain about the expectations surrounding this agenda item. Mr. Watson explained that the City's proposal for the southwest corner, the CIPC's recommendation to the County Commissioners and the letter from the judges to the Commissioners asking them to keep a new law and justice center a top priority needs to be addressed sooner rather than later. The CIPC made a recommendation to the County Commissioners to master plan the Law and Justice Campus before other decisions are made about location of various facilities. Commissioner Skinner explained that the County Commissioners told the City that they want to hold off on a decision on their proposal for the southwest corner based on the CIPC recommendation. He also stated that the meeting went better than they [County] expected and that the City may not be too upset about the delay given the economy. Chairman Weaver asked what the mission of the CIPC is at this point, is it to assist in the master planning? Commissioner Skinner stated that he is of the opinion that the CIPC should help the Commission with the master planning. Discussion took place regarding how to move forward. The first step is to determine the cost. County Administrator Earl Mathers stated that this was discussed with the City and there was indication of some willingness on the part of the City to share the cost of completing a master plan study on the site. Mr. Sandholm stated that he has put together

an outline of a scope of work for this project and he'd like to start with the CIPC's concurrence on that before putting figures to the scope. The proposal will be a County proposal and the City may choose to contribute.

Draft Scope of Work:

- 1) Consultant will spend a couple days with all of the departments involved to discuss their needs and things such as space allocation. Dowling/Sandholm hopes to bring in the designers from Durrant for this portion as well.
- 2) A questionnaire will be developed and distributed that will help in identifying key decision points with a timeline for each phase. This phase will include making those key decisions such as whether the law enforcement divisions will be joint or separate, etc.
- 3) Conceptual layouts for the different options identified will be created. They key decisions will be needed in order to develop those plans. Things such as parking, secure parking, etc., will need to be in place for this step.
- 4) Phase 4 will be a workshop that includes all those interested and involved, such as the Re-Entry folks, City, all affected County departments and decision makers.

Mr. Watson stated that it is important that we end up with a document that the County Commissioners then adopt as a formal basis for a planning framework for all future decision making on the site. Chairman Weaver stated that it is important that when arriving at the end document that we involve the City and State to get there. Mr. Sandholm stated that the workshop would include all of the stakeholders. Commissioner Skinner stated that he doesn't mind the City and State being involved, but this is County property and they shouldn't be involved in making and decisions on the land; the County Commission will be making those decisions. Mr. Watson stated that we need to define what is and what isn't part of the campus long-range plan. Chairman Weaver stated that in the master plan, we need to provide space for the City's needs but we also need to consider what may not be there in the long-term.

Mr. Sandholm estimated the proposed scope of work would cost to be between \$10,000 and \$15,000. Commissioner Skinner reminded the group that Finance Director Ed Blackman believes that this should go out for RFP. Mr. Watson stated that we need the amount so that both the County and the City can keep it in mind for budget purposes. Mr. Mathers stated that if the total cost is under \$20,000 we don't have to go out for RFP, but have to follow County procurement process policies. Mr. Sandholm stated that they will definitely try to keep the cost reasonable for everyone. Chairman Weaver stated that he would like to see the positives and negatives for each of the "final" options that are presented. Commissioner Skinner stated that he wants to make sure that the Committee is fine with Jeff's scope of work. Ms. Fitzgerald inquired about the time frame for completing this scope. Mr. Sandholm stated that he would hope to have a final plan presentation by the second meeting in May. Commissioner Skinner stated with this time frame the money would be coming from this year's budget. Mr. Mitchell asked how many options would be presented with the final product. Mr. Sandholm stated that he is anticipating three, possibly more; the first being the City in a stand-alone facility, the second being a joint law enforcement facility, and the third being a City facility with the ability to expand to include the Sheriff's office. Mr. Sandholm discussed staying on the timeline and inquired about how to get CIPC guidance during each phase. He stated that at some point decisions on the options need to be made in order to complete the plan. For example, decisions need to be made on the re-entry facility and whether or not it will be staying on the property or moved elsewhere. Mr. Hedglin reiterated this and stated that the allocation of space is important in this process and they need to know what the County ultimately wants on the site and what it doesn't.

Chairman Weaver asked if when master planning the site, if the master plan can plan for the unknown as well; room for other things that may come up? Mr. Sandholm stated that this can be done within reason, but if you plan it out and then start adding things to it later then the space/room becomes a bigger issue. Chairman Weaver stated that we need a proposal with timelines, details, and cost. It was agreed that Mr. Sandholm will prepare and provide this document to County Administrator Earl Mathers. Earl will then provide it to the City Manager for his input and the County Commissioners will also make a determination at this point whether or not to spend the money for the scope.

Ms. Fitzgerald made a motion that was withdrawn and reworded.

Final motion:

Ms. Fitzgerald made a motion that the CIP Committee recommend to the County Commission that they contract to develop a master plan for the Law and Justice Campus if the cost is such that it is within County procurement policy limits. Chairman Weaver seconded the motion. All voted aye. Motion carried unanimously. Discussion took place on the CIPC involvement. Mr. Sandholm will work with Larry and Glenda on notification to the appropriate parties as well as setting up meetings. The CIPC will be notified of any phases where their involvement is needed.

Continued Discussion and Decision on CIP FY 2009 Applications: The Sheriff gave an update on application 2010-24. He stated that the Forest Service has given the go-ahead to find a piece of property that they will then enter into a CUP with the County for five acres to place the Big Sky Public Safety Center on. The Sheriff, District Ranger Jose Castro, and Larry Watson are working on a location. They will use “creative funding” to pay for the facility. The hope is to get an Intercap loan and use monies from the Resort Tax District to repay the loan in exchange for space in the building. The 2 million is simply based on that being the maximum able to be borrowed from the Intercap Loan program. Those agencies possibly involved in the facility: Sheriff, Highway Patrol, County Planning, Resort Tax District, Forest Service, Big Sky Fire, Search and Rescue, a heli-pad for emergencies, and possibly a conference room for use by any of the parties and possibly the community.

The CIPC resumed their ranking of the project applications. Ms. Howze distributed an additional application from the County Commissioners regarding energy upgrades to County facilities. The CIPC agreed to break this application into two parts – to be labeled 2010-27A and 2010-27B.

Agenda for April 8, 2009 Meeting: The agenda for this particular meeting was not discussed. The Committee agreed to revisit the scoring sheet and definitions, the review team job description, and have another informational meeting for Department Heads and Elected Officials prior to next year’s submittals and reinforce that all incomplete applications will be rejected.

The meeting was adjourned at 9:02AM.